

City of San Jose

DIRECTOR OF FINANCE (U) (1258)CLASS PURPOSE

Under administrative direction, plans, organizes and directs a comprehensive program of financial management of unusual difficulty for the City of San Jose, making regular reports to the City Manager on the financial condition of the City, as directed. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Directs the establishment and maintenance of controls for the assets, revenues and expenditures of the City, providing financial, purchasing and communications services to other City Departments on a timely basis to enable them to perform their function.

Directs the City's accounting methodology to comply with various accounting principles prescribed by different authorities granting agencies and joint powers agreements in which it participates.

Directs the maintenance of procedures for financial compliance and reporting in accordance with applicable State law, City charter and administrative regulation.

Maintains budgetary control over appropriations and expenditures to comply with adopted council budget decisions and State law relative to expenditure limits.

Manages short and long term debt administration programs of the City; secures necessary legal and financial consultants; markets bonds and maintains bond redemption system.

Receives or collects all revenues due the City; deposits and invests funds to maximize earnings through treasury management.

Verifies cash receipts and the distribution of revenues to the appropriate funds.

Typical End Results Include: To ensure that the financial affairs of the City comply with all legal requirements and administrative regulation; protects the financial integrity of the City, promotes financial accountability and protection from loss and fiscal liability; ensures that accounting practices and methodology produces full financial disclosure and prevents adverse audit opinions; ensures that unencumbered and unexhausted appropriations exist and are deposited to the proper accounts in order that money is available in the City Treasury with which to make authorized disbursements.

DISTINGUISHING CHARACTERISTICS

This position is in the unclassified (U) Service. The revised City Charter, (May 1965, Article VIII, Section 806) provides that the Director of Finance shall be the responsible fiscal officer of the City. The work of this position is accomplished largely by direction and control of subordinate departmental supervisors of Accounting, Purchasing, Treasury, Communications, and Financial Management.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the principles of accounting and auditing and centralized accounting operations and data processing applications to accounting systems.

Knowledge of office practices and procedures, and the principles of office supervision.

Knowledge of budgeting principles, centralized purchasing practices, banking practices, and methods involved in the receipt, custody and disbursement of money.

Knowledge of typical governmental financial structures.

Knowledge of the practices of public administration.

Ability to direct professional accounting and auditing staffs and to plan and organize a comprehensive financial management system.

Ability to compile reports, correspondence, studies, analyses and other management information.

Competency Knowledges, Skills and Abilities

Ability to prepare recommendations concerning the City's fiscal management and to take action to ensure compliance with the City Charter.

Ability to develop and maintain effective relationships with other City departments and the public.

Training and Experience

Any combination of training and experiences equivalent to successful completion of advanced undergraduate course work in accounting, finance or a related field from an accredited college or university and ten (10) years of experience in fiscal management or budgetary control or related work, five (5) of which must have been at a management and policy-making level with direction of professional accounting or fiscal management staff.